



## COVID-19 Emergency Operations Center

SOP No: MS-137  
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# Standard Operating Procedure Inventory Management

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**Subject: Inventory Management For Medical Sheltering Sites**

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## 1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the process of managing the inventory of consumables, supplies and equipment for a medical shelter site.

The “Inventory Log” tab on the relevant Q/I Teams site is the primary document used for managing the quantity of supplies and equipment for medical shelter sites. Each site has a dedicated file on Teams that can be accessed by Site Management staff who are responsible for managing the stock of all supplies and equipment.

## 2. Procedures

- Inventory Management
  - Site Managers are responsible for managing and tracking supply and equipment inventory, performing inventory checks at a frequency determined appropriate for each site.
    - Inventory tracking sheets on Teams will be kept up-to-date with the latest inventory data.
    - Re-order thresholds should be identified for supplies and equipment to allow for order fulfillment before a site runs out of an item
    - Note: Regularly ordered and utilized items (e.g., water bottles, snacks, etc.) can be placed on a recurring order with Brilliant Corners, allowing them to be procured regularly at an identified frequency (e.g., once per week).

## 2.1. Inventory Tracking

- Site Management staff are responsible for tracking all inventory ongoing, but a firm weekly inventory count is recommended.
- Each designated stocking location will be managed by a specific member of site management.
- When an item is low on stock or out of stock, site manager should highlight that item YELLOW on the inventory tracker
- Site Director will order all inventory stock needs weekly and change the highlighted cell to GREEN to indicate that the item has been ordered on Procurement Tracker.
- Upon item delivery, Site Management staff updates cell color on Inventory Log to identify the item is now “in stock”

## 2.2. Inventory Log

- Inventory can be tracked by its category along with its location.
- When inventory is modified, the date and updates should be updated.
- To standardize inventory, a preferred procurement source or link will also be identified and included on tracking log.

CATEGORY	Definition
Appliance	<i>Piece of equipment used to accomplish one or more household tasks and requiring electricity or batteries</i>
Client Activity / Supply	<i>Supplies used for client entertainment and stimulation</i>
Clothing / Bedding	<i>Any purchased stock of client clothes or extra bedding and linens</i>
Equipment / Tools	<i>Devices used by hand to accomplish a task manually</i>
Food Supply	<i>All items utilized for food or beverage consumption</i>
Furniture	<i>Stationary items used to make a room or office suitable for living / working</i>
Hygiene	<i>Items used for personal upkeep and cleanliness</i>
Medical - Equipment	<i>Equipment used exclusively for clinical purposes</i>
Medical - OTC Meds	<i>Stock vitamins, supplements and medicines</i>
Medical - Supplies	<i>All supplies used for clinical functions and purposes</i>
Office Supply	<i>All consumable supplies related to administration and general office work</i>
PPE	<i>All county-issued personal protective equipment</i>
Sanitation	<i>All Disinfecting &amp; cleaning products that support conditions relating to public health</i>
Tech	<i>Supplies related to technology</i>
Other	<i>Any inventory items not suitably fitting under any other category</i>

### 3. References

- Inventory Log – Sherman Example:

ITEM NAME	Size/ Dosage	Packaging	Total # of Boxes	# Pkgs / Box	# Units/ Pkg	Total # Units	Category	Location	Last Updated	Manufacturer	Source / Web Link	Monthly Consumption
Acetaminophen - Tylenol	Single		2	2	1000	4,000	Medical - OTC Meds	Room 102	3/13/22	tylenol	<a href="https://www.amazon.com/dp/B000186187">https://www.amazon.com/dp/B000186187</a>	
Advil - Ibuprofen	200mg		1	50	2	100	Medical - OTC Meds	Room 102	3/13/22			
AED Machine - Defibrillator	Individual		1	1	1	1	Medical - Equipment	Room 102	3/13/22		DHS Supply	
Air Filters			4	1	1	4	Appliance	Office - Clinical	1/12/22	Coway Airmega	<a href="https://www.nordstrom.com/s/coway-airmega-air-purifier">https://www.nordstrom.com/s/coway-airmega-air-purifier</a>	
Air Mattress	Full Size	Box	1	1	1	1	Furniture	Room 111	3/15/22	Dura-Beam		
Air Mattress	Full Size		1	1	1	1	Furniture	Room 111	3/15/22	Bestway		
Airway Kit	Kit		1	5	1	5	Medical - Supplies	Room 102	3/13/22			
Alka Seltzer	200 mg		1	10	72	720	Medical - OTC Meds	Room 102	3/13/22		<a href="https://www.amazon.com/Alka-Seltzer">https://www.amazon.com/Alka-Seltzer</a>	
Allergy Relief, Bendaryl	Single		1	2	48	96	Medical - OTC Meds	Room 102	3/13/22	Bendaryl		
Allergy Relief, Generic	Single		1	7	400	2,800	Medical - OTC Meds	Room 102	3/13/22	Generic	<a href="https://www.amazon.com/Basic">https://www.amazon.com/Basic</a>	
Antacid, Liquid			1	5	1	5	Medical - OTC Meds	Room 102	3/13/22			
Antibiotic Ointment - Triple	4 Pack		1	2	144	288	Medical - OTC Meds	Room 102	3/13/22			
Baby Bottles	12/pack	Pack	1	2	3	6	Food Supply	Room 104	1/11/22	First Essentials	<a href="https://www.amazon.com/Event">https://www.amazon.com/Event</a>	As needed. Keep Some Stocked
Baby Food Pouches	24 per box	Box	2	1	8	16	Food Supply	Room 104	1/11/22	Gerber	Sysco	As needed. Keep Some Stocked
Baby Formula, Enfamil	Gentlease	29.5oz	5	1	1	5	Food Supply	Room 104	1/11/22	Enfamil	<a href="https://www.amazon.com/Enfamil">https://www.amazon.com/Enfamil</a>	As needed. Keep Some Stocked
Baby Formula, Similac	Pro-Advanced	36 oz	2	1	1	2	Food Supply	Room 104	1/11/22	Similac	<a href="https://www.amazon.com/Similac">https://www.amazon.com/Similac</a>	As needed. Keep Some Stocked
Badge Holder	10 pack		1	1	10	10	Office Supply	Office - Site Mgmt	11/1/21		<a href="https://www.amazon.com/Puron">https://www.amazon.com/Puron</a>	
Bag - Paper Medium	Debbie	Box	3	1	250	750	Food Supply	Room 104	1/11/22	Uline	<a href="https://www.uline.com/Product">https://www.uline.com/Product</a>	4 boxes
Bag - Plastic Storage	Roll	Box	2	1	250	500	Office Supply	Room 104	1/11/22	Sysco	<a href="https://shop.sysco.com/app/prod">https://shop.sysco.com/app/prod</a>	
Bag - Plastic Zip Lock	2 Gallon	Box of 500	2	1	100	200	Office Supply	Room 104	1/11/22	Sysco	<a href="https://shop.sysco.com/app/prod">https://shop.sysco.com/app/prod</a>	
Bag - Plastic Zip Lock	Gallon	Box	6	1	250	1,500	Office Supply	Room 104	1/11/22	Sysco	<a href="https://shop.sysco.com/app/prod">https://shop.sysco.com/app/prod</a>	
Bag - Plastic Zip Lock	Pint	Box	3	2	500	3,000	Office Supply	Room 104	1/11/22	Sysco	<a href="https://shop.sysco.com/app/prod">https://shop.sysco.com/app/prod</a>	
Bandage - Adhesive	2"		1	16	1	16	Medical - Supplies	Room 102	3/13/22			
Bandage - Cloth tape	12Ct		1	6	12	72	Medical - Supplies	Room 102	3/13/22			
Bandage - Plastic			1	2	80	160	Medical - Supplies	Room 102	3/13/22			
Bandage - Variety			1	6	280	1,680	Medical - Supplies	Room 102	3/13/22			
Basketball hoop		Unit	1	1	1	1	Client Activity/Supply	Outside / Facility	11/28/21	Amazon	<a href="https://www.amazon.com/YACOS">https://www.amazon.com/YACOS</a>	NA
Batteries, AA	24 pack	Package	3	1	24	72	Office Supply	Office - Site Mgmt	11/1/21	Duracell	<a href="https://www.amazon.com/Duracell">https://www.amazon.com/Duracell</a>	
Benzocaine Dental Cream	1 oz	tube	3	1	1	3	Medical - OTC Meds	Office - Clinical	10/26/21	Generic	<a href="https://www.amazon.com/Benzocaine">https://www.amazon.com/Benzocaine</a>	
Benzocaine Dental Cream	1 oz	tube	1	3	1	3	Medical - OTC Meds	Room 102	3/13/22	Generic	<a href="https://www.amazon.com/Benzocaine">https://www.amazon.com/Benzocaine</a>	
Bibles		Individual	1	3	1	3	Client Activity/Supply	Room 111	3/15/22	KJV		
Binder Clips (asstd)			9	1	1	9	Office Supply	Room 103	1/8/22		<a href="https://www.amazon.com/Piece">https://www.amazon.com/Piece</a>	
Binder Rings	100 pack; 1"		1	1	100	100	Office Supply	Office - FTS			<a href="https://www.amazon.com/Binders">https://www.amazon.com/Binders</a>	
Binders	2"	Box	1	1	6	6	Office Supply	Room 103	1/8/22	Generic	<a href="https://www.amazon.com/EsayV">https://www.amazon.com/EsayV</a>	
Bins - Flip Top Black 24"x32"x18"			1	1	1	1	Other	Room 103	1/8/22	Uline		
Bins - Flip Top Nurses PPE Size		Open	40	1	1	40	Other	In Use		Uline		In use in Donning / Doffing Area
Bins - Organization			25	1	1	25	Furniture	Room 103	1/8/22	Home Depot	<a href="https://www.homedepot.com/p">https://www.homedepot.com/p</a>	NA
Biohazard Bags	Uni	Box	3	8	200	4,800	Sanitation	Room 111	3/15/22			
Blankets Cotton Bay Blankets	Queen	Box	2	1	10	20	Clothing / Bedding	Room 111	3/15/22	Blankets	<a href="https://hdsupplysolutions.com/p">https://hdsupplysolutions.com/p</a>	Ordered 2x boxes of 10 on 11/22. E
Blind Pressure Cuff - Adult	Size 10	w/ Flap on rt	3	20	1	60	Medical - Supplies	Room 107	3/13/22	Welch Allyn	<a href="https://www.welchallyn.com/">https://www.welchallyn.com/</a>	Backup supply. Blankets provided

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